

BTEC Bulletin

News from the Business Transformation Executive Committee

September 16, 2002 - Issue 6

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August BTEC Meeting

The August 7 BTEC meeting was an important milestone for the business transformation effort. The BTEC reviewed the recommendations presented by the Business Systems Modernization (BSM) team that addressed technology solutions for the finance and procurement functions on a worldwide basis. The recommendations were based on data collected from Washington and missions visited by the project team: Guatemala, Budapest, Macedonia, Cairo, Botswana and Namibia. After reviewing and discussing the issues the BTEC made the following decisions:

1. **To roll out Phoenix, now operating in Washington, to field missions with in-house "hosting".**
2. **To roll out a new procurement (A&A) system to field missions phased in concert with Phoenix. This will be an "Off the Shelf" product that will also replace NMS/A&A in Washington.**

The roll-out schedule will be based on the availability of funds in the FY 03 and FY 04 budget. John Marshall, AA/M, committed to accomplishing the following to the

Getting to Green

In the last issue of the Bulletin, readers were introduced to the five government-wide initiatives in the President's Management Agenda and how agencies are being evaluated by a traffic light scoring system. "Getting to Green" means that the Agency meets all standards for success.

USAID's nine-part transformation plan will improve performance and position the Agency to accomplish the President's mandate. The plan will consist of the following:

- The strategic vision for the Agency
- Pillar bureau reorganization
- Budget and performance integration
- Business systems modernization
- Human capital plan
- Knowledge management
- Implementation planning
- Change management/communications strategy
- Budget

The components of the Agency's transformation plan are interdependent and require a team effort. The Bureau for Legislative and Public Affairs is working with the assistant administrators to refine a summary of the Administrator's vision for internal and external communications. The Bureau for Policy and Program Coordination is leading the effort to integrate budget and performance and implement a knowledge management strategy. The Bureau for Management is developing a human capital plan that will be discussed with the BTEC soon. The deployment of Phoenix worldwide and implementation of a new procurement system will be a big step in modernizing the Agency's business systems. A

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(August BTEC Meeting - Continued)

satisfaction of BTEC members prior to Phoenix deployment overseas:

- Enhance customer service oversight and accountability
- Enhance reporting and Phoenix user-friendliness
- Enhance telecommunications and infrastructure

The next step is to develop business cases to request the FY 04 funding required to support the decision of the BTEC. The project team is now working on the business case which will be presented to OMB in September.

Quick Hit - Home Leave Policy

Employees going on home leave often have reasons to temporarily resume regular duty status between periods of leave. Until recently, interruptions in home leave required the approval of the Office of Human Resources (M/HR). Brent Schaeffer, Executive Officer in USAID/Egypt, suggested that the authority to approve fragmented home leave be delegated to the field. His suggestion was implemented within a month and missions are now authorized to approve requests to interrupt home leave for purposes of required training, consultation, community relations programs or other similar circumstances. This change does not apply to SMG employees. When General Notice "Issuance of Revised ADS 480 - Leave" dated August 28, 2002 was released, Brent sent the following message to HR: "Wow! Just saw the notice about the revision to ADS 480, granting missions authority to approve interruption of HL for training, etc., during HL/RTP. Thanks to you all for pushing this through so quickly. It's pretty rare in my experience for a policy change to take effect within a month of originally being aired, but this is a good sign that things are changing."

*Your comments and suggestions are welcomed.
Please contact your bureau's BTEC member,
submit a suggestion through the BTEC Web site or
contact the PMO Manager, Bernie Mazer.*

Did you know...

*.....that the deobligation/reobligation
quick hit team has reported that
approximately \$63 million has been
deobligated since the quick began in
March?*

*.....that the eProcurement quick hit
reports a reduction in both cost and cycle
time when processing micropurchases and
simplified acquisition transactions?*



**The next BTEC meeting is scheduled for
September 17.**

(Getting to Green - Continued)

Program Management Office in the Bureau for Management will provide oversight for improvement projects and focus on change management and communications for business transformation.

For additional information on "Getting to Green" visit the BTEC Web site.

Quick Hits

In its August 7 meeting, the BTEC approved the Agency policy directive reducing the **Indefinite Quantity Contract (IQC) formats** from 15 to 2. The Acquisition & Assistance Policy Directive (AAPD) entitled "Standardizing USAID Indefinite Quantity Contracts (IQCs)" will soon be released making the standardization of IQC formats and the new process Agency policy. These formats will streamline the process for requesting offices, contractors and for the procurement staff. This AAPD had wide distribution for comments before being presented for final endorsement and approval. BTEC members voiced that these formats will make automating the process much easier and that it is a very good step forward for standardization of processes. Although the release of the AAPD will successfully complete this quick hit, the project team is planning follow-on work to ensure more improvements in the IQC area.

The **Streamlined Recruitment** (AVUE) quick hit was officially launched in a General Notice dated August 23, 2002. We are pleased to use AVUE to introduce a new regular feature of the Bulletin called "BTEC Project Scorecard." This scorecard will define the improvements accomplished by BTEC quick hits and other projects.

BTEC Project Scorecard-AVUE

AVUE Recruitment Process

(Foreign Service)	July	August
• Number of transactions:	7	0
• Average days in process:*	30	N/A

AVUE Recruitment Process

(Civil Service)	July	August
• Number of transactions	0	2
• Average days in process:*	N/A	13

*(new AVUE standard: 30 days from release of the vacancy announcement to certifying a list of qualified candidates.)

Visit the BTEC Web site at <http://inside.usaid.gov/BTEC/> to find the status of projects and other important BTEC information including details about the President's Management Agenda.